

EDITED TASK LISTING

CLASS: Special Agent-In-Charge, Department of Corrections

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	As a manager, receives and assesses information related to criminal and administrative investigations for CDCR including case management, service of legal documents, arrests and prosecution, and general operational oversight to ensure compliance with legal and regulatory guidelines, and ensuring the safety of the department and the public utilizing effective management skills on a daily basis as directed by Departmental policies and procedures.
2.	As a manager, coordinates and/or participates in enforcement actions involving administrative and/or criminal investigations utilizing undercover operations, surveillance (electronic, covert, stationary, mobile, and aerial) and law enforcement methodology to obtain evidence for criminal and/or administrative adjudication as directed by local, state, and federal laws as well as Departmental policies and procedures.
3.	Coordinates with law enforcement agencies in multi-jurisdictional investigations resulting in criminal and/or administrative adjudication to ensure public safety utilizing local, state, and federal laws and as directed by Departmental policies and procedures.
4.	Appear as witnesses in representing the Department in criminal, administrative, and/or civil hearings providing testimony utilizing communication skills, knowledge, expertise, etc. as required and/or directed by Departmental policies and procedures.
5.	Advises and consults with Federal, State, and local law enforcement agencies in the gathering and sharing of intelligence and/or information relating to items of evidence in criminal activity utilizing investigative resources, communication skills, professionalism, etc. as needed or as directed by Departmental policies and procedures.
6.	Ensures the collection and documentation of intelligence data to provide this information for departmental safety, security and public safety utilizing departmental policies, procedures, etc. via written, verbal or electronic communications, as needed or directed by Departmental policies and procedures.
7.	Manages the oversight of training and provides expert technical assistance in the latest techniques of enforcement and investigation to local, state and federal law enforcement agencies and other entities by utilizing written, verbal or electronic methodology, etc. as needed or as directed by Departmental policies and procedures.
8.	Manages technical assistance and/or training in the latest techniques of CDCR enforcement and investigation to local, state and federal law enforcement agencies and other entities by utilizing written, verbal or electronic methodology, etc. as needed or directed by Departmental policies and procedures.

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9.	Represents the Department in various settings (e.g., media presentations, conferences, hearings, etc.) to provide information and/or educate the public utilizing various resources (e.g., communication skills, interpersonal skills, knowledge, professionalism, etc.) as directed or required by the Department of Corrections and Rehabilitation.
10.	In accordance with departmental fiscal policy, participate in the management of budgetary process by monitoring, tracking, and prioritizing expenditures to ensure fiscal responsibility.
11.	In accordance with departmental fiscal policy, participates in the development of budgetary process to obtain approval and secure funding for necessary equipment, staffing, services, etc., utilizing various resources (e.g., laws, rules, policies, procedures, Memorandum of Understanding (MOU), grants, etc.
12.	Participates in the development of policies, procedures, and programs, etc. relating to Office of Internal Affairs (OIA) and/or Office of Correctional Safety (OCS) functions to ensure consistency and compliance with various governmental agencies, laws, rules, regulations, policies, procedures, etc. as required by the Department.
13.	Ensures training to staff for consistency and compliance with laws, rules, regulations, policies, procedures, etc. utilizing various resources (e.g., communication skills, knowledge, etc.) as needed and/or required by Departmental policies and procedures.
14.	Acts as Departmental liaison to the criminal justice system at the local, State and federal levels for intelligence sharing, the preparation of cases for criminal prosecution, and/or administrative discipline to foster professional working relationships utilizing various resources (e.g., communication skills, interpersonal skills, knowledge, professionalism, etc.) as needed or directed.
15.	Manages staff in conducting threat assessments and providing protective services to Departmental employees, parolees, other external law enforcement agencies, and/or criminal and administrative investigations if necessary etc. by utilizing law enforcement methodology as needed or directed by Departmental policies and procedures.
16.	Acts in the absence of the Chief or Assistant Secretary to ensure the continued efficient operation of the unit utilizing various resources (e.g., professional experience, knowledge of Departmental policy and procedures, and related statutes and other Departmental resources, etc.) as directed.